



PLEASE COMPLETE BEFORE SUBMITTING APPLICATION

The Katherine Thomas School Application Check Sheet

A completed application consists of the following:

_____ Application form with \$100.00 non-refundable application fee

Evaluations (complete report of the most recent):

_____ Psychological **or** Educational **or** Neuropsychological

_____ Speech/Language Evaluation

_____ Occupational Therapy Evaluation (if applicable)

_____ Individualized Education Plan (IEP) if available

_____ Evaluation Forms (included in application packet)

_____ Report Release Form (included in application packet)

_____ Report Card

The Admissions Committee can review the records only when the application packet is complete.



ADMISSIONS PROCEDURES

1. Interested parents should call the Admissions Coordinator of The Katherine Thomas School to attend an Open House or arrange a personal interview and tour of the school. The completed application form should then be submitted with the \$100.00 application fee.
2. Current psychological and educational tests are required and reports may be submitted with the application or sent directly to The Katherine Thomas School from professionals. We recommend a psychological evaluation within two years of the date of the application and an educational evaluation within one year. Other relevant tests and reports (speech/language, occupational therapy, tutoring, etc.) should also be submitted. The child's present teacher should be asked to complete and submit the Teacher Evaluation Form. Please submit the complete and current Individual Education Plan (IEP), if available.
3. A member of the Admissions Committee and individual classroom team members will observe the prospective student during a 2-day classroom visit to the school. The student may also be invited to join parents for an interview, as appropriate.
4. The Admissions Committee will review application information to determine the appropriateness of our program for each prospective student. The Admissions Coordinator will then confer with parents as to the admission decision.

The Katherine Thomas School has a rolling admissions policy whereby students may apply at any time during the year and receive an admissions decision as soon as the process is completed. Students are encouraged to enroll at any time, and mid-year enrollments will be made if appropriate, as space is available.



APPLICATION FOR ADMISSIONS

Academic Year applying for: _____
Grade you are applying for: _____

Please send this application with \$100 application fee to the Admissions Coordinator.

APPLICANT INFORMATION

Student's Name: _____
FIRST MIDDLE LAST (FULL NAME)

Home Address: _____
STREET ADDRESS

_____ CITY STATE ZIP

Home Phone: () _____ Fax: () _____

Date of Birth: _____ Age: _____ Country of Birth: _____

Gender: () Male () Female Name that student prefers to be called: _____

Present School: _____ Current Grade: _____

Have you ever applied to KTS before? _____

If so, what year? _____

PREVIOUS SCHOOLS

Name of School: _____

Address with Zip Code: _____

Grade(s) Attended/Dates of Enrollment: _____

Name of School: _____

Address with Zip Code: _____

Grade(s) Attended/Dates of Enrollment: _____

PARENT/GUARDIAN INFORMATION (COMPLETE FOR EACH PARENT/GUARDIAN)

() Dr. () Mr. () Mrs. () Ms. () Rev. () Esq. () Other _____ Relationship to Applicant _____

Name of parent: _____
FIRST MIDDLE LAST

Home Address (if different from applicant): _____
STREET

CITY STATE ZIP

Telephone: () _____ Cell: () _____ Email: _____

Occupation: _____ Title: _____

Name of Employer: _____
BUSINESS ADDRESS

CITY STATE ZIP

Telephone: () _____

() Dr. () Mr. () Mrs. () Ms. () Rev. () Esq. () Other _____ Relationship to Applicant _____

Name of parent: _____
FIRST MIDDLE LAST

Home Address (if different from applicant): _____
STREET

CITY STATE ZIP

Telephone: () _____ Cell: () _____ Email: _____

Occupation: _____ Title: _____

Name of Employer: _____
BUSINESS ADDRESS

CITY STATE ZIP

Telephone: () _____

Legal Guardian (if not parent): _____

Person Responsible for Tuition: _____

TESTING

Testing your child has been given:

Type of Test	Tested by	Date
____ Educational	_____	_____
____ Psychological	_____	_____
____ Speech/Language	_____	_____
____ Occupational Therapy	_____	_____
____ Other	_____	_____

PLEASE ENCLOSE TEST REPORTS WITH THE APPLICATION.

Has your child received any special education services? Please check as appropriate:

- ____ Resource Room
- ____ Tutoring
- ____ Special Education Class
- ____ Other (please describe) _____
- ____ Speech/Language Therapy
- ____ Occupational Therapy
- ____ Counseling

Why would you like your child to attend The Katherine Thomas School?

From what source(s) have you heard of us? (Please be specific.)

I give The Katherine Thomas School permission to contact any professional involved in the assessment, education or treatment of my child _____ for additional information, if necessary.

Parent Signature: _____ **Date:** _____



PARENT EVALUATION FORM

_____ (child's name)

We would like you to tell us about your child. Please feel free to add any comments you wish.

1. What are your child's strengths and areas of special interest?
2. What are your child's weak areas?
3. How does your child relate to peers?
4. How does your child relate to adults?
5. How does your child learn best?



The Katherine
Thomas School
TLC
The Treatment and Learning Centers

9975 Medical Center Drive
Rockville, MD 20850
301.738.9691
TTY 301.424.5203
Fax 301.738.8897
www.ttlc.org

TEACHER EVALUATION FORM

_____ (child's name) has applied to
The Katherine Thomas School. We would like you to tell us about this child. Please
feel free to add any comments you wish.

1. What are this child's strengths and areas of special interest?
2. What are this child's weak areas or specific learning and language disabilities?
3. How does this child relate to peers?
4. How does this child relate to adults?
5. How do his/her academic skills compare to classmates?

6. How do his/her social skills and maturity compare to classmates?
7. Has this child had any medical or behavioral problems which affect learning at school?
8. Please briefly describe the type of educational program in your classroom (e.g., regular or special education, academic level, degree of structure, size of class, etc.)
9. Other comments:
10. Teacher's Name: _____
School: _____
Email: _____
11. May we call you for further information? ____yes ____no
If yes, what days and hours are convenient? _____
Telephone: Home _____ Work _____

Thank you for taking the time to complete this form. Please return it as soon as possible to Admissions Coordinator, The Katherine Thomas School, 9975 Medical Center Drive, Rockville MD 20850.



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Parent/Guardian:

Please complete this form if you are working with an attorney, educational advocate, therapist, physician, or other professional who can provide additional information about your child.

REPORT RELEASE FORM

To:

(name)

(title)

(address)

(phone)

Re:

Student's Name _____

Date of Birth _____

(fax)

(email)

You are hereby authorized to release records, evaluations, reports, transcripts, verbal, electronic (email), and other information for my child, named above, to The Katherine Thomas School.

____ Educational

____ Occupational/Physical Therapy Report

____ Medical

____ Psychological

____ Speech/Language

____ Other _____

The Katherine Thomas School staff is also authorized to release verbal and written information to you, regarding the above-named student.

(Name of parent/guardian - please print)

(Relationship to child)

(Signature)

(Date)



OUR CURRICULUM

Language-Intensive

Language is the single most important skill in supporting academic performance in school. For more than 40 years, The Treatment & Learning Center has been highly acclaimed for its expertise in language development. We use that expertise to infuse all our lessons and activities with developmental language experiences.

Reading and Written Expression

A whole-language approach to reading gives children an early introduction to literature and fosters reading comprehension and conceptual understanding. Phonics gives youngsters a systematic approach to “decoding” new words. We provide students with a hierarchy of skills to help them expand their vocabulary and gain competence in the use of grammar, syntax, the social use of language, and the organization of the written word.

Thematic Approach

Curriculum objectives are woven into motivating themes, which promotes basic understanding, retention, and joy in learning. Themes of community workers, diverse cultures, space exploration, or living things could be explored simultaneously in reading and math, social studies and science, art and music.

Multi-Sensory Methods

Our staff is skilled in identifying different learning styles and creating varied approaches to each lesson. Auditory, visual, tactile, and kinesthetic, movement-oriented learning occurs every day at The Katherine Thomas School. Preschool and Kindergarten children might shape letters with bread dough; second-graders might learn sequencing through cooperative games.

Integrated Classroom Services

Our staff plans as a team for each class and each child. With language as the cornerstone of the curriculum, speech and language pathologists work hand-in-hand with teachers to expand a child’s understanding of the structures and uses of language. Occupational and physical therapists, and counselors are all key players on a team that turns each classroom into a hub of learning, where skills are reinforced and not left exclusively to therapy sessions.

Individualized Instructions

Every child presents a unique learning challenge; the responsibility for each student's learning is shared by all staff. Individual progress is monitored to achieve the goals and objectives of each child's Diagnostic-Prescriptive Goals for privately enrolled students or Individualized Education Program for students who are found eligible for special education by their local school system and who are enrolled in the KTS special education program approved by the Maryland State Board of Education. Lessons are personalized to provide each student with both success and challenge.

Transition

Instruction at The Katherine Thomas School is language-intensive and focused, but always aimed at enabling children to make a transition to less restricted environments. To make that transition easier, our curriculum is consistent with quality public and private schools. Guidance is provided to parents in locating an appropriate school when the child is ready to transfer.



QUESTION & ANSWERS ABOUT SCHOOL TUITION & FEES

- Q. What does the tuition and activity fee include?**
- A.** Tuition includes your child's classroom instruction by a certified teacher and teacher's assistant, the adapted curriculum used in the school, and the special subject areas of art, drama, music, and physical education. Teacher supervision by the Educational Director and the Administrative Director, the health specialist and nurse, and much of the equipment, materials, and supplies used in the school are covered by tuition. Related services dictated by the IEP/DPG are not included in the base tuition.
- Q. What are related services and how are they determined?**
- A.** Related services are Speech-Language and Occupational Therapy, Physical Therapy, and Counseling. These are charged separately from tuition on an hourly basis. Funded students will start with the related services indicated on their IEP. As a part of the admissions process, the related services professionals will determine service amount after a review of reports, evaluations, and the student's visit. The related services determined by the team are critical to the student's academic progress. They are a condition of the student's acceptance and part of the signed contract. Students who do not require any related services are likely to need a less restrictive school setting than KTS.
- Q. Are KTS related services required if my child receives outside therapies?**
- A.** Yes, outside therapies are **not** a replacement for related services at KTS. Although some students receive outside therapies, they are in addition to their KTS program. The academic success of the KTS student is a result of our integrated team model. In addition to targeting specific skills, the related services providers within the school setting enable students to access the curriculum by providing in-class support and guiding students in generalizing emerging skills during their school day. The daily team collaboration promotes consistency and maximizes student success. KTS clinicians will coordinate and collaborate with outside providers at the request of the family.
- Q. How will related services be delivered?**
- A.** The KTS model allows for flexible and creative delivery of services addressing the student's IEP/DPG goals. Students receive related services therapies in a variety of ways and settings, which include individual, group, and consultation. Services can be provided within the classroom, in pull-out sessions, or in any setting that is related to the child's goals. A child's services may include a combination of any of these effective delivery models. The cost for related services is the same for all delivery methods.

Q. How are makeup sessions provided?

- A.** There are times when sessions cannot be provided at the scheduled time. Every effort is made to provide a makeup session as close to the missed session as possible. However, there may be instances when makeup sessions may occur either prior to (if clinician is aware of the student's absence) or at some time after the missed session. Occasionally, a make-up session might occur on the same day as a regular session. This may result in varying service and billing amounts each month. The clinician strives to provide the designated therapy time as determined by the IEP/DPG for the school year.

Q. When can related services be changed or discontinued?

- A.** Our focus is related to the educational needs of the student. Student delivery models will be determined by the educational needs. The amount of related services time is only adjusted when there is a change in the needs of the students. Related services cannot be reduced or discontinued for any other reason. The changes in needs are determined as a result of on-going assessment of the student's skills and functioning. Initial related services for new students are discussed by the school/parent team at the 45-60 day review meeting to determine if the current amount of service remains adequate.

Q. How much does tuition and related services increase each year?

- A.** Increases in tuition and related services fees must be approved by the Maryland State Department of Education. They have traditionally required increases to be no more than 3–5% annually. Normally final decisions regarding annual tuition increase are expected by summer.

Q. Are there payment options for tuition and related services?

- A.** There are four tuition payment options available to parents:
1. Parents may pay in advance by semester—the first semester payment is due August 1, and the second semester payment is due January 1.
 2. Parents may pay monthly through AMS, a service available from Academic Management Services, for a fee.
 3. Qualified parents may obtain a TERI or Sallie Mae loan. Information is available from the TLC Admissions or Finance Departments.
 4. Parents may use a combination of a Sallie Mae loan for a portion of the tuition, and monthly AMS payments for the remaining tuition balance.

Q. Can I authorize automatic payment via my credit card for related services?

- A.** Yes. Many parents are authorizing payment this way because it is convenient and saves time. A specific form is available from the TLC Admissions or Finance office to authorize payment via credit card.

Q. Are related services reimbursable through my insurance provider?

- A.** Coverage for related services depends upon the insurance provider and plan. It is not likely that insurance will reimburse services, particularly in an educational setting. The school is not responsible for assuring insurance reimbursement. We cannot change our delivery model based on insurance requirements or reimbursements. The *only* insurance that TLC-KTS participates with is CIGNA for speech therapy. However, there are a limited number of CIGNA-credentialed speech-language pathologists at TLC. If you have CIGNA, you must contact the Coordinator of Outpatient Services at 301.424.5200, extension 147, before you start at the school, to discuss the preauthorization requirements. Speech therapy is not automatically covered by CIGNA.

Parents are responsible for submitting billing information to their insurance company with the understanding that all (if any) reimbursement is not guaranteed. It is the responsibility of the families to inform us if there is any information needed for your particular insurance plan (e.g., therapy notes). We will provide any needed documentation to submit to your insurance company. However, we cannot make changes after therapy was provided to accommodate insurance requests.

Q. If payment is not received when due, will my child still be enrolled?

- A.** Unless special arrangements are made, your child could be discharged from the school if payment is not timely. Before any child is discharged from the school, parents or legal guardians are informed.

Q. Am I responsible for the full year's tuition if I withdraw my child prior to the end of the school year?

- A.** Yes, because the budget of KTS is established and based upon the total enrollment of the school and the commitments made pursuant to the school year contract. Therefore, the obligation to pay the entire tuition remains regardless of whether your child completes the academic year.

Q. Can I authorize automatic payment via my credit card for related services?

- A.** Yes. Many parents are authorizing payment this way because it is convenient and saves time. A specific form is available from the TLC Admissions or Finance Office to authorize payment via credit card.

Q. Are DPG conferences billed?

- A.** Yes. One half hour of the DPG meeting will be billed as a professional consultation. This may or may not be covered by private insurance companies. This meeting will replace a ½ hour of your child's therapy that week and will not be charged as an additional fee.